Launching our Osher Online Registration System

Effective with this fall schedule, we're excited to launch our online registration system for Osher course registrations along with new and renewing membership purchases.

Access the online registration system through the Osher website at *osher.richmond.edu/schedule*.

The online registration system will be available for use and registration starting on August 15, 2017.

Membership Accounts

Current Osher Institute members must follow these directions the **first time** they access the online registration system.

1. Create a **new account** using their 8-digit UR ID.
   a. Select the yellow **Sign In/New Account** button at the top of the page.
   b. Select the **Create Account** button on the Customer Account/Sign In page
   c. Complete the form **including UR ID** and Submit.

You'll know you've succeeded when you see the yellow message "You Are Now Logged In, [Your Name]" at the top of the page.

2. Log out, then log back in using the yellow **Sign In/New Account** button.
   a. Select **My Account** in the left menu.
   b. Confirm that your **Membership Level** and **End Date** are accurate.

If you see the correct membership level and end date, your account is set up and ready to go. If not, please contact the Osher office.

Prospective and New Osher Institute members should create their accounts first.

1. Create a **new account**.
   a. Select the yellow **Sign In/New Account** button at the top of the page.
   b. Select the **Create Account** button on the Customer Account/Sign In page
   c. Complete the form and **Submit**.

You'll know you've succeeded when you see the yellow message "You Are Now Logged In, [Your Name]" at the top of the page.

2. Purchase membership by visiting the **Memberships and Renewals** area in the left menu.
   a. Select the link under **Osher Membership** (New or Renewal)
   b. Under **Session**, select your membership level using the dropdown menu.
   c. **Add to Cart**, then continue to **Continue Checkout** to complete your transaction.

Registering for Classes

Once you have confirmed or purchased your membership, you may register for classes.

1. Confirm that you are **logged in** ("You Are Now Logged In, [Your Name]" appears at the top of the page)
2. Use the **left menu** to visit a category of interest.
3. Select the **dates** shown for a class for which you'd like to register.
4. When you see the session detail, only the **price applicable for your membership level** will be available.
5. Add the course to your cart, then **Continue Checkout**
   a. If required, provide additional information on the following screen, then **Next**
   b. Confirm order and continue to **credit card processing** if applicable (the interface will change)

6. Log out and check your email

You will receive several email messages from this transaction.

Within Minutes of Completing Your Transaction

1. A **transaction confirmation** listing all courses or membership purchased.
2. A **receipt** from Nelnet (our credit card processor), if your registration requires payment.

Day Of or Day After Registration at 4:30 p.m.

For every course or membership purchased, a **registration confirmation** with course or membership details.